



Historic Zoning Commission

Certificate of Appropriateness  
Application Instructions

HISTORIC  
FRANKLIN  
TENNESSEE



Please Review all instructions:

1. All applicants are required to submit an application to the Historic Zoning Commission for exterior alterations, which is defined as any construction or change to the exterior of a building, site, structure, fences, and/or signage designated within the Historic Overlay. **Applications are available within the Franklin Planning Department at City Hall.**
2. If desired, a pre-application consultation with the Historic Preservation Planner is available by appointment. The consultation will be an on site visit at the proposed project location.
3. Consult the *Franklin Design Guidelines Manual* and the *Franklin Zoning Ordinance* design standards to ensure your proposed project will be in compliance. These documents are available in the Franklin Planning Department and online via link on City of Franklin HP website: [http://www.franklin-gov.com/historicpreservation/design\\_review.html](http://www.franklin-gov.com/historicpreservation/design_review.html).
4. All new construction projects (**including new residential or commercial projects from the ground up, additions, commercial store front changes, or any other complex project**) will be required to attend a Design Review Committee (DRC) meeting before attending a Historic Zoning Commission meeting. Please contact the Historic Preservation Planner in order to be established on the agenda two full weeks prior to the scheduled DRC meeting. Meeting dates are available online at the following website: <http://www.franklin-gov.com/historicpreservation/calendar.html>.
5. Complete all of the required information on the application form.
6. Provide all required information or any other supporting information as detailed on the application checklist.
7. Submit **twelve collated copies** of the application and all required information to the Historic Preservation Planner, Franklin Planning Department, Franklin City Hall, **by 5:00 PM of the application deadline**. Meeting and deadline dates are available online at the following website: <http://www.franklin-gov.com/historicpreservation/calendar.html>.
8. The Staff Recommendations will be available at the Historic Zoning Commission meeting and may be emailed upon request.
9. The Applicant is required to attend the Historic Zoning Commission meeting to present his or her application.
10. A Certificate of Appropriateness is **not a substitute for a Building or Sign permit**. Please obtain all Building or Sign Permits from the Codes Administration Department.

Steve Valley - Interim Historic Preservation Planner: City of Franklin, Planning Department  
[steve.valley@franklin-gov.com](mailto:steve.valley@franklin-gov.com)  
615.550.6733



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**Application Check list:**  
Certificate of Appropriateness

**Required Information**

**\*\*Submit twelve (12) copies of all documentation:** application, architectural drawings, and photographs (original photographs - or color copy - are required to be submitted and all others can be copied)

**\*\*Review and consult the City of Franklin Historic Design Guidelines and the City of Franklin Zoning Ordinance for all relevant requirements for your construction project or sign project.**

**Required information**

\*A Certificate of Appropriateness application and related plans shall be submitted for review and approval by the Historic Zoning Commission **for exterior alterations, new construction and signs associated with any building in the designated historic preservation zoning districts.** All proposed work items shall be reviewed for consistency and compliance with the City of Franklin Historic Design Guidelines and City of Franklin Zoning Ordinance.

\*Relevant information necessary for a Certificate of Appropriateness review shall include but not limited to the following items depending on the scope and scale of the project: ***Check all that apply and items which do not apply.***

**General Information:**

Yes N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A clear and detailed description of all proposed construction (a written detailed narrative)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor plans and elevations for all proposed construction (detailed architectural drawings of all elevations) |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural drawings are required to provide current conditions and proposed construction                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Surveyed plot plan of the property   |
| <input type="checkbox"/> | <input type="checkbox"/> | Paint colors and locations (include paint samples)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing conditions before construction   |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs of surrounding properties  |

**Complete site plan of the property showing locations of:**

Yes N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All structures and buildings  |
| <input type="checkbox"/> | <input type="checkbox"/> | Required rear yards   |
| <input type="checkbox"/> | <input type="checkbox"/> | Required parking, driveways, loading zones and dumpster locations                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Walkways  |
| <input type="checkbox"/> | <input type="checkbox"/> | Fences, walls, gates  |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape areas   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of exterior Mechanical equipment and screening                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm drainage retentions areas – Rain gardens                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Trees to be removed or retained (tree diameters to be removed measured in inches) |

**\*\*Signs, Awnings and Canopies**

Yes N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed architectural drawings or illustrations for Freestanding, Projecting Arm and Wall mounted Signs |
| <input type="checkbox"/> | <input type="checkbox"/> | Include site plan for proposed locations   |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting  |
| <input type="checkbox"/> | <input type="checkbox"/> | List of materials and sample colors  |

**Detailed Drawings and or specifications of the following:**

Yes N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Roof and roofing                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof Structure                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior finishes, trim and other ornamentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Porch, Deck, Balcony                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Doors and Windows                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Shutters  |

Yes N/A

- |                          |                          |                                 |
|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation including new infill |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Lighting               |
| <input type="checkbox"/> | <input type="checkbox"/> | Fence, Gates, Retaining Wall    |

**\*\*Demolition or Relocation:** Please contact the Preservation Planning for the required information supporting this action. ***Example of possible required information:*** Engineers, Building Contractors and Real Estate Professionals analysis of property





Application for  
Certificate of Appropriateness

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**DEFINITION:**

A Certificate of Appropriateness is granted by the Historic Zoning Commission for exterior alterations, which is defined as any construction or change to the exterior of a building, site, structure, fences and/or signage designated within the Historic Overlay.

**\*\*Required Information**

Name of Applicant: \_\_\_\_\_

Business (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone (required): \_\_\_\_\_ Other phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Business (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone (required): \_\_\_\_\_ Other phone: \_\_\_\_\_

**\*\*Required Information**

Project Street Address: \_\_\_\_\_

**Legal Description of Property**

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel Number \_\_\_\_\_

Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

**\*\*If Applicable**

Contractor: \_\_\_\_\_ State License #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_



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**\*\*Required Information**

**Property and Structure Details:**

☐ Commercial Building   ☐ Mix Use   ☐ Multifamily

☐ Single Family Dwelling   ☐ Duplex

Number of Stories: \_\_\_\_\_

Heated Square Footage: \_\_\_\_\_

Garage Square Footage: \_\_\_\_\_

Basement Square Footage: \_\_\_\_\_

Basement Finished   ☐ YES   ☐ NO

Total Square Footage: \_\_\_\_\_ Required Setbacks: \_\_\_\_\_ F   \_\_\_\_\_ Side   \_\_\_\_\_ Rear

Total Footprint of Impervious Surfaces (\*): \_\_\_\_\_ (Square Feet)

\*Includes all Roofs, Sidewalks, Patios, Driveways etc. or any Paved or Concrete Surface.

**WITHIN FLOODPLAIN:**   ☐ YES   ☐ NO

**\*\*Required Information**

**Proposed Project Work:**

**Demolition** (Pertaining to any historic architectural features that will be permanently removed or an entire structure will be permanently removed)

☐ Yes   ☐ No   Description of demolition: \_\_\_\_\_

**\*\*Required Information**

**Proposed Project Work: Rehabilitation Work** (check all work items that apply)

**Repair   Replace**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Roof  |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof Structures (dormers, chimneys)         |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Finishes (stucco, masonry, siding) |
| <input type="checkbox"/> | <input type="checkbox"/> | Porch/Deck/Balcony                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Awning/Canopy                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Doors                              |

**Repair   Replace**

- |                          |                          |                                |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Windows                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Shutters                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Lighting              |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing Fences, walls & gates |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing Parking or walkways   |

**\*\*Required Information**

**Proposed Project Work: New Construction** (check all work items that apply)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | New Building:  |
|                          | <input type="checkbox"/> Residential <input type="checkbox"/> Commercial |

- |                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | New Addition                          |
| <input type="checkbox"/> | New Roof Structure (dormers/chimneys) |
| <input type="checkbox"/> | New Porch/Deck/Balcony                |
| <input type="checkbox"/> | New Awning/Canopy                     |

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | New Entrances                                 |
| <input type="checkbox"/> | New Windows                                   |
| <input type="checkbox"/> | New Exterior Lighting                         |
| <input type="checkbox"/> | New Fence/Wall/Gate                           |
| <input type="checkbox"/> | New Parking/Walkways/other site feature       |
| <input type="checkbox"/> | Exterior Utility Service/Mechanical Equipment |



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**\*\*If Applicable**

**Additional or Other Information for Action Requested** (attach additional pages if necessary)

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**\*\*Required Information**

**AGREEMENT**

If the applicant is different than the property owner, the application must be signed by both parties. A letter of authorization signed by the property owner must be submitted in the absence of the property owner's signature or where an authorized agent signs in lieu of the property owner.

*In filling out this application, I understand that it becomes part of the Public Record of the City of Franklin and hereby certify that all information contained herein is accurate to the best of my knowledge.*

I further understand that this application is for a Certificate of Appropriateness and if it is approved, I may be required to obtain approvals from the City of Franklin and obtain Building Permits from the Codes Administration Department prior to starting project work.

**Note:** This application must be completed, with all substantiating information required on the Application Checklist, by the submission deadline, or the application will not appear on the agenda. **Twelve collated copies of all information are required.** A submittal review meeting with the Preservation Planner is available. You may schedule this meeting by calling 791-3212 or 550-6733. The applicant or a representative must attend the Historic Zoning Commission meeting.

- All residential applications will require submittal of a copy of the plot plan in order to properly identify all property line setbacks and easements on the property in relation to the location of the proposed structure.
- The undersigned will be responsible for complying with provisions of the Franklin Storm Water Management Ordinance, 2001-53 in the prevention of erosion and sediment control.

**Print Applicant's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Owner's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Property Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contractors:** Please review the following note below and provide your signature

- Contractors applying for permits of projects with contract value of \$25,000 or more will be required to have a proper Tennessee Contractor's License valid for amount of value and in the field of work to be done. Certificate of insurance is also required.

**Contractor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_